

## SOCIAL AND VOLUNTARY SERVICES COMMISSION

Minutes of  
August 12, 2020

The Social and Voluntary Services Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on this date at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 W Gray Building A, the Norman Municipal Building, and at [www.Normanok.gov](http://www.Normanok.gov) twenty-four hours prior to the beginning of the meeting.

Lisa Krieg called the meeting to order at 5:32 p.m.

### **ITEM NO. 1 BEING: Roll Call**

MEMBERS PRESENT:

Kristal Hamm  
Kurt Lee  
Heidi Smith  
Angela Steinle  
Ann Way

MEMBERS ABSENT:

Victoria Harrison  
Joshua Hinkle  
Nancee Morris  
Loida Salmond

STAFF PRESENT:

Lisa Krieg, CDBG/Grants Manager  
Tara Reynolds, Admin Tech III  
Lisa Lewis, Homeless Services Technician

**ITEM NO. 2, BEING:** Approval of the minutes from the August 12, 2019 meeting.

**Motion** by Heidi Smith for approval of the minutes as submitted; **Second** by Kristal Hamm. All approve.

**ITEM NO. 3, BEING:** Update of Current Contract Funding.

- The agencies have done well on their spending – about 75% of monies have been spent.

**ITEM NO. 4, BEING:** Discussion regarding cancelling of Site Visits for current year

- Due to Covid19 the agency Site visits have been cancelled.

**ITEM NO. 5, BEING:** Presentation of Proposed Timeline for FYE22 funding

- The budget was passed and SVSC was fully funded with \$175,000.
- The week after July 4<sup>th</sup> the application will be sent out, and will be available for 3 weeks.
- There will be 2 meetings in August – the first to review applications and gather any extra feedback, and the second to determine funding allocations.
- There will be several changes to the application this year. It will be a fillable web form instead of a PDF.
- Instead of an audit a financial statement from a board treasurer or CPA will need to be provided.
- Add phrasing “additional information might be needed” to the application
- Add “does your agency currently get audited?”
- Add a space for the dates of the submitted financial statements
- Combine the two questions on page 4
- Add an open ended question about how Covid19 has affected your agency and its operations
- Add question about any Covid19 funding they have received
- Change the first page to include any organizations serving Norman, not only located in Norman
- Add question about what geographical/group gaps exist and how your agency helps fill those gaps
- Delete the tax exempt status letter requirement
- Let agencies know there will be flexibility in the timeline for spending funds, and that if needed they can be used for operational needs or re-programed for other needs

**ITEM NO. 6, BEING:** Miscellaneous Announcements

Welcome to new commissioner Kurt Lee!

**ITEM NO. 7 BEING:** Adjournment.

The meeting was adjourned at 6:28 p.m.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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